

**MINUTES OF THE
BUILDINGS & GROUNDS COMMITTEE MEETING
October 3, 2011**

Members Present: Vice Chairman John Hoffman; Paul Dean; and Billy Fried.

Members Excused: Scott Holewinski.

Members Absent: Chairman Jim Sharon.

Others Present: Linda Conlon, Public Health Director; Dianne Jacobson, Department on Aging Director; Curt Krouze, Buildings & Grounds Director; District #15 Supervisor Robert Metropulos; and LuAnn Brunette, Buildings & Grounds Leadperson.

CALL TO ORDER

Vice Chairman Hoffman called the meeting to order at approximately 9:00 a.m. in the Spruce Room of the facility located at 100 W. Keenan Street, formerly known as the Northern Advantage Job Center. He noted that the meeting notice had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law and accommodations would be made for qualified individuals pursuant to the Americans with Disabilities Act.

APPROVE AGENDA/APPROVE MINUTES OF PREVIOUS MEETING(S)

Motion to approve the agenda by Dean/Fried. All aye on voice vote. Motion to approve the committee meeting minutes of September 19, 2011 with no additions, deletions or corrections by Dean/Fried. All aye on voice vote.

SHERIFF'S DEPARTMENT STORAGE PROJECT

Krouze provided a construction schedule from Miron Construction, along with a weekly schedule and notes from the contractors meeting that took place Tuesday, September 27, 2011. Krouze stated that the committee could review the meeting notes, and he indicated that the general contractor feels their crew can make up most of the time that was lost in the delay of the start of the project. He stated that they are still anticipating mid-January for turnover of the building.

Krouze noted some small changes addressed at the contractor meeting, such as changes on hinges due to lead-time, and the need to purchase a different frame and hinge set up, which actually has a heavier load capacity, to keep the project going.

CHANGE ORDER FOR SHERIFF'S DEPARTMENT STORAGE PROJECT

Krouze stated that when the elevation was graded, it projected out about one hundred feet from the building, and exposed a lot of slope. He stated that there is about a two-foot drop to the asphalt. He explained that there is controversy

going on between the architect and general contractor over this issue, as Miron says it wasn't shown in the drawing, and the architect says it was shown clearly in the drawings. Krouze stated that grading will be needed to bring the proper elevation around to the front. He indicated that there may be a change order in the future, but there isn't one at this time. He stated that he put this item on the agenda in case a change order arrived prior to this meeting.

Supervisor Fried commented he liked having the project schedule, and questioned bollard placement as referenced in the contractor meeting notes.

Krouze explained the bollards and how placement is needed near the fence to project it, and how placement right next to the fence could become problematic for mowing, maintenance, etc.

Supervisor Fried suggested that if the pitch or elevation has to be resolved, then might be a time to look at the issue of semi trucks accessing this area and steps that could be taken to resolve such a small area in which to turn.

VEHICLE LIFT FOR SHERIFF'S DEPARTMENT STORAGE PROJECT

Krouze presented options for the purchase of a vehicle lift. He stated that there is a \$14,675 add if we want to have Miron purchase the lift. He stated he had researched lifts, and found an American-made lift, he discussed the differences between the options and recommended the county purchase the 10,000 lb. 2-post lift, noting the 4-post lift is overkill, and the hobby lift isn't robust enough. He stated the recommended lift with freight and installation (due to liability issues installation is recommended) total cost would be approximately \$4,000 to \$4,500. He provided pricing on the other options, noting the 4-post would add \$1,000, and the hobby lift would be \$300 more than the 2-post lift, but no installation would bring the cost to approximately \$3,550. Krouze discussed the need for a decision by November 1st.

Krouze stated that installation would be planned into the project. He indicated that he would obtain a cut-sheet to see what will be needed, noting it is an anchor and bolt system.

Supervisor Fried discussed the purchase, and asked if information was obtained on the type of lift recently purchased by the highway department.

Krouze responded that he has had calls into Nick Scholtes, but he has been off work. He discussed that it would not be recommended to try to maneuver wrecked vehicles on a lift, as it is not designed for that. He stated he didn't ask about the specifics on the 2-post lift that will lift a heavier amount, noting there would be a different hydraulics for that.

Motion by Fried to approve purchase and installation of a lift with cost not to exceed \$5,500, and to inform Miron there will be a deduct on the lift. Second by

Hoffman. Krouze stated he would go back and check the specs for the other weighted lifts. Committee members discussed the need to obtain pricing on the lift like the highway department purchased and to be sure that the highway department doesn't have something that could be used. All aye on voice vote.

UPDATE ON RENOVATION OF NORTHERN ADVANTAGE JOB CENTER

Krouze reported on phase I. He informed the committee that the architect and the contractor are going to be meeting later this week to go through the final punch list on phase I. Krouze will meet with them at that time.

With regard to phase II, Krouze stated he spoke with the architect, the contract is done, and is coming back for county signature, at which time the contract will be in place. He stated work will commence as soon as possible after execution of the contract. Krouze stated he still feels it can be completed by the end of the year.

NON-BUDGETED ITEM REQUESTS

There were no non-budgeted item requests at this time.

BILLS, VOUCHERS, LINE ITEM TRANSFERS, BLANKET PURCHASE ORDERS

Krouze presented bills and vouchers for committee review. A list of blanket purchase orders paid since the previous meeting was mailed to committee members in their agenda packets. Motion to approve payment of the bills and blanket purchase orders by Fried/Hoffman. All aye on voice vote.

PUBLIC COMMENT

There was no public comment.

Supervisor Metropulos arrived at the meeting.

ITEMS FOR NEXT AGENDA

Vice Chair Hoffman discussed items for the next agenda.

Supervisor Fried discussed the naming of the building. Krouze responded that no decision has been made on a name for the building.

Supervisor Dean questioned how discussions are coming along with the airport and moving the UW, and he emphasized the need for security for evening and weekend meetings. He questioned if the county wants to spend additional money to provide additional security for those off-hour meetings. Krouze stated his budget planning reflected that the UW will be in the courthouse in six months. He stated he met with Dan Kuzlik, who toured the existing health department to see what changes might be needed for their use of that space. Krouze noted that the airport is experiencing loss of carriers, explaining that the loss of the UW revenue could create issues there. Krouze stated when viewing the space, he

and Kuzlik were trying to plan how they can utilize the space and still accommodate weekend and evening meetings. Krouze stated that there will be no wiggle room in the budget and timing of how the moves take place will impact the buildings & grounds budget.

Supervisor Dean requested an update on sale of the buildings. It was suggested that Mike Romportl, land information, come to a future meeting.

Discussion followed with regard to the report of the efficiency team that will be provided to the finance committee (and eventually all committees) prior to the budget hearings.

Supervisor Dean proposed that additional parking for the courthouse again be looked at, noting something needs to be done to address future needs.

REVIEW UPCOMING MEETING DATE

Vice Chairman Hoffman noted that the next meeting date had previously been scheduled for Monday, October 17, 2011 at 9:00 a.m. at the law enforcement center if possible. Brunette stated she would check on the availability of the Community Room for use for the October 17th meeting. November meeting dates were discussed. Vice Chair Hoffman announced Monday, November 7, 2011 at 9:00 a.m. was scheduled as the first November meeting.

ADJOURNMENT

The meeting adjourned by a motion of Hoffman/Fried. The time was approximately 10:10 a.m. All aye on voice vote.

Jim Sharon,
Chairman
or
John Hoffman,
Vice Chairman

LuAnn Brunette,
Committee Secretary